



CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

Filing Requirements for

CONDITIONAL USE PERMIT

A. PURPOSE

The Conditional Use Permit process is intended to ensure proper integration into the community of uses which may only be suitable in specific locations in a zoning district, or only if such uses are designed in a particular manner or subjected to specific conditions. In addition, in select locations, control as to design of structures and site layout is necessary to assure compatibility within the district and its surroundings. All conditional use permit applications must be reviewed by the City's Planning Commission.

A Conditional Use Permit shall be required for all uses or development proposals listed as conditional uses in the zoning district regulations per Section 18.54.020 of the Municipal Code.

B. FILING REQUIREMENTS

____ 1. Initial Submittal (See Filing Schedule):

- a. Uniform Application.
- b. **Fifteen (15)** sets of submittal plans (see section C).
- c. **Ten (10)** sets of submittal plans reduced to 11" x 17" in size.
- d. Environmental Notice Requirements (See Section D).
- e. Public Hearing Information (see section E).
- f. Environmental Checklist.
- g. Letter of Justification (see section F).
- h. Statement of proposed operations (see section G)
- i. Public Notice/Project Identification Sign (see section H).
- j. Filing Fees (see Fee Schedule attached to the Uniform Application).

2. Final Submittal (See Filing Schedule):

- a. **One (1)** additional sets of submittal plans, and **Nine (9)** additional set of the submittal plans reduced to 11" x 17" in size.
- b. 8 ½" x 11" reduced transparencies of each sheet of the submittal plans.

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c. In accordance with Assembly Bill 3158, Chapter 1706, the County Clerk's Office will be charging the following fees for processing environmental documents:

- \$25 for processing Notice of Determinations;
- \$1,250.00 for processing Negative Declarations which require review by the State Department of Fish and Game; and
- \$850.00 for processing Environmental Impact Reports which require review by the State Department of Fish and Game.

The project planner will inform you as to the amount which will be required, if any, for environmental work relevant to your project. Any check(s) required should be made payable to the "County Clerk" and shall be submitted as part of the final submittal.

C. SUBMITTAL PLANS:

1. PLAN PREPARATION GUIDELINES

- ___ All plans shall be drawn on uniform sheets no greater than 24" X 36" (or as approved by the Community Development Department).
- ___ All plans shall be stapled together along the left margin.
- ___ All plans shall be folded into 1/8 sections or folded size not to exceed 9" x 12".
- ___ All plans shall be clear, legible and accurately scaled.

2. SITE PLAN

_____. Scale: Engineering scale not to exceed 1"=40'.

The following information shall be included on the plan:

- ___ Name, address, and phone number of applicant, architect and/or engineer.
- ___ Graphic scale and north arrow.
- ___ Vicinity map.

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- ___ Data table to include:
 - Assessors Parcel Number
 - Site area
 - Structure size
 - Zoning
 - General Plan designation
 - Number of parking spaces required/ratio per square foot
 - Number of parking spaces provided/ratio per square foot
 - Lot coverage
 - % Building
 - % Parking
 - % Landscaping
- ___ Property lines and dimensions.
- ___ Location, elevation, and dimension of all existing and proposed structures.
- ___ Location and dimension of all landscaping, including pedestrian walkways.
- ___ Location and dimension of driveways, parking areas, loading zones and number of parking stalls.
- ___ Location of all structures, driveways, parking areas, trees, and drainage courses within 100' of the perimeter of the subject property.
- ___ Zoning and existing land use of adjacent parcels.
- ___ Location of utility connections.
- ___ Location and dimension of all proposed public improvements.
- ___ Dimension of all building setbacks.
- ___ Phasing of the project.

D. ENVIRONMENTAL NOTICE REQUIREMENT

- ___ Typed list of all property owners and/or occupants contiguous to the proposed project site pursuant to the most recent equalized assessment rolls (including Assessor's Parcel Numbers).
- ___ One set of stamped, addressed, legal size envelopes (do not use postage meter) of all property owners and/or occupants from above list.

E. PUBLIC HEARING REQUIREMENTS

- ___ Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers).

- ___ Stamped, addressed, legal size envelopes (do not use postage meter) of all property owners from above list.
- ___ Preliminary Title Report (if project involves new construction).

F. LETTER OF JUSTIFICATION

Provide written justification outlining the request for a Conditional Use Permit. The letter must answer the following questions, and provide an explanation of the responses.

1. Is the site suitable and adequate for the proposed use?
2. Would the proposed use and design have a substantial adverse effect on traffic circulation and on the planned capacity of the street system?
3. Would the proposed use at the location requested:
 - ___ Adversely affect the peace, health, safety, morals or welfare of persons residing or working in the surrounding area; or
 - ___ Impair the utility or value of property of other persons located in the vicinity of the site; or
 - ___ Be detrimental to public health, safety or general welfare.
4. Is the design of the project compatible with the existing and proposed development within the district and its surroundings?
5. Will the proposed use allow retail sales of groceries, food or beverage items upon automobile service station premises?

G. STATEMENT OF PROPOSED OPERATIONS

Provide a written statement outlining the request for a Conditional Use Permit. The statement must give a detailed description of the proposed use and shall include, but not be limited to:

- hours and days of operation
- number of employees
- number of average daily trips generated
- type of equipment or processes used
- use of hazardous materials
- other information which effectively describes the proposed use.

H. PUBLIC NOTICE/PROJECT IDENTIFICATION SIGN

- Detailed elevation of public notice sign required by Section 18.02.085 of the Zoning Ordinance. Said elevation shall include dimensions of the sign (*), required language (**), color, size and letter style of sign copy, color and material of sign.
- Site plan, showing exact location of required public notice sign.
- Installation detail showing cross section through sign and installation information such as specifications of hardware and materials.
- * There are two sizes of public notice signs, 2' x 3' with a maximum overall height of 8' for “minor” projects, and 4' x 8' with a maximum overall height of 8' for “major” projects. Minor projects consist of minor subdivisions of four or fewer parcels, and conditional use permits and site and architectural reviews which do not involve the establishment of new buildings on vacant sites. Major projects include subdivision of five or more parcels, and conditional use permits and site and architectural reviews which involve the establishment of new buildings on vacant sites. Exceptions to the use of 4' x 8' signs, allowing for use of the smaller sign, may be made by the Community Development Department - Planning Division if it is not practicable to install a large public notice/project identification sign.
- ** Up to 75% of the overall sign area must be used to provide a general description of the project and the name of the project applicant. The public notice portion of the sign message must constitute at least 25% of the overall sign area and notify the public of the nature of the proposed project (e.g., the number of homes, size and type of commercial/industrial building, etc.), as well as provide the following message: “For more information about this proposed project, contact the City of Morgan Hill Community Development Department, Planning Division, 17555 Peak Avenue, Morgan Hill, CA 95037 - (408)779-7248 and refer to File No. _____.” (The file number is assigned to the application by the Planning Division at time of application submittal).